



Hazardous Waste Program E-mail Message Sent to All Staff

All documents are now required to be written in Plain Talk

Governor Gregoire has directed that all documents prepared for the public are easy to read and comprehend (aka "Plain Talk"). Ecology has had a voluntary Plain Talk process in place for several years. The present process is similar except reviews are mandatory.

Ecology has established program level Plain Talk Teams to review all materials going to the public. We must report our progress to the Governor's Office each quarter.

Does this apply to me?

If you communicate with people outside the agency in writing, the Order applies to you.

What kinds of documents are affected?

All written communication intended for people outside the agency such as:

- Letters
- Reports
- Publications
- Web Pages
- Forms
- Instructions
- Notices
- Templates

All new documents must be reviewed. Existing documents must be reviewed over time.

What do I need to do?

Please **notify** Lori Rodriguez, Plain Talk Team Lead, **if you anticipate writing or revising a document** in the next year so the team can work to anticipate workload and complete reviews quickly.

Before you start to write: (or as early in the process as possible)

- 1) Look at the Plain Talk Principals and examples at <http://www.ecy.wa.gov/quality/plaintalk/index.htm>.
- 2) Meet with a Plain Talk Team Member for an overview of the Plain Talk Principles and suggestions.

Before Publication (or public dissemination if not a publication)

- 1) Contact Lori Rodriguez to arrange for a Plain Talk Review before submitting the draft to the Communications Section to format.

- 2) Work with the assigned Plain Talk Team Members on document revisions.
- 3) Once the review has been completed the document can be submitted to the Communications Section for publication or, if not a publication, disseminated to the public.

Where can I find more information?

- The Plain Talk web page:
<http://www.ecy.wa.gov/quality/plaintalk/index.htm>
- Talk to a HW Plain Talk team member:
 - Lori Rodriguez, ERO
 - Greg Caron, CRO
 - Daylin Davidson, NWRO
 - Leatta Dahlhoff, SWRO
 - Dave Zink, HQ
 - Cathy Bouge, HQ
 - Diana Olegre, HQ
 - Mariann Cook Andrews, HQ
 - Joan Morris, HQ
 - Peggy Morgan, HQ
 - Joanne Phillipson, HQ

More specific information on the principals and review process will be coming to a section meeting near you.

Eventually, Plain Talk training will be available to everyone and the need for a separate review process will hopefully disappear.

Thank you all in advance for your support in meeting the requirements of the Executive Order. In the past, Plain Talk reviews have overwhelmingly been seen as a positive experience. The team hopes you will too!